



## NOTICE OF SOLICITATION

**SERIAL 05165-RFP**

**REQUEST FOR PROPOSAL FOR: GEODATABASE DESIGN – FLOOD CONTROL**

Notice is hereby given sealed proposals will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until 2:00 P.M./M.S.T. on **DECEMBER 9<sup>th</sup> 2005** for the furnishing of the following for Maricopa County Proposals will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All Proposals must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **“SERIAL 05165-RFP REQUEST FOR PROPOSAL FOR GEODATABASE DESIGN – FLOOD CONTROL**

The Maricopa County Procurement Code (“The Code”) governs this procurement and is incorporated by this reference. Any protest concerning this request for Proposals must be filed with the Procurement Consultant in accordance with Section MC1-905 of the Code.

**ALL ADMINISTRATIVE INFORMATION CONCERNING THIS REQUEST FOR PROPOSAL AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED A <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS SOLICITATION WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.**

PROPOSAL ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT  
BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS  
MANAGEMENT CENTER

INQUIRIES:

LONNIE CUNICO  
PROCUREMENT CONSULTANT  
TELEPHONE: (602) 506-3243

**THERE WILL BE A MANDATORY PRE-PROPOSAL CONFERENCE ON NOVEMBER 30<sup>th</sup>, 2005 at 2:00 p.m. AT THE MARICOPA COUNTY FLOOD CONTROL DISTRICT HARQUAHALA – NEW RIVER CONFERENCE ROOM, 2801 W. DURANGO ST., PHOENIX, AZ. 85009.**

**TO INSURE THAT ADEQUATE COPIES ARE AVAILABLE - PLEASE RSVP YOUR INTENT TO ATTEND THE MANDATORY PRE-PROPOSAL CONFERENCE.**

RSVP to: [cunicol@mail.maricopa.gov](mailto:cunicol@mail.maricopa.gov)  
RSVP BY NOV. 23<sup>rd</sup>, 2005 PLEASE

**NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:**

**<http://www.maricopa.gov/materials/advbd/advbd.asp>**

# **TABLE OF CONTENTS**

NOTICE

TABLE OF CONTENTS

NO RESPONSE DOCUMENT

M/WSBE CONTRACT PARTICIPATION

## **SECTION:**

1.0 INTENT

2.0 SCOPE OF WORK

3.0 SPECIAL TERMS & CONDITIONS

## **ATTACHMENTS:**

ATTACHMENT A – PRICING

ATTACHMENT B – AGREEMENT PAGE

ATTACHMENT C – REFERENCES

## **EXHIBITS:**

EXHIBIT 1 VENDOR REGISTRATION PROCEDURES

EXHIBIT 2 LETTER OF TRANSMITTAL SAMPLE

**NO RESPONSE**

Respondents not responding to this proposal are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494 or fax to 602/258-1573.

**MARK OUTSIDE ENVELOPE "SERIAL 05165 -RFP"**

Responses must be received **BY 2:00 P.M., DECEMBER 9<sup>th</sup>, 2005** Respondents failing to submit a proposal, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

**SERIAL 05165--RFP**

**TITLE: GEODATABASE DESIGN – FLOOD CONTROL**

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CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

REASON FOR NO PROPOSAL:

- \_\_\_\_\_ Insufficient time
- \_\_\_\_\_ Do not handle product/service
- \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **IMPORTANT**

### **PLEASE READ BEFORE SUBMITTING YOUR PROPOSAL**

#### **M/WSBE CONTRACT PARTICIPATION**

For this Contract a combined M/WSBE goal of 0% involvement is established for Minority/Women-Owned Small Business Enterprises (M/WSBE). This goal may be attained singularly or by any combination thereof to create the overall designated percentage involvement goal. Instructions and required forms are included in the Minority/Women-Owned Small Business Enterprise Program Contracting Requirements section. The Maricopa County Minority and Women-Owned Small Business Enterprise Program, revised June 14, 2000, is incorporated by reference

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

REQUEST FOR PROPOSALS FOR: **GEODATABASE DESIGN – FLOOD CONTROL**

1.0 **INTENT:**

The Flood Control District of Maricopa County (the District) is requesting proposals for the design of an enterprise geodatabase to be deployed in a relational database management system (RDBMS) consisting of Microsoft SQL Server 2000 and ESRI's ArcSDE 9. For the purposes of this document, the term Enterprise shall refer to the Flood Control District and/or the Public Works Agency of Maricopa County.

Content for the geodatabase will be extracted from the District's Hydrologic Information System (HIS) and recast to fit the new data model. Migration to a geodatabase will ensure that the District's existing spatial datasets remain compatible with emergent developments in geo-technology; thus protecting a substantial public investment.

**This acquisition is intended to support the four Strategic Programs of the District:**

- I. Flood Hazard Education: The District raises public awareness by providing flood hazard education and information. The geodatabase will be a premier repository for the distribution of spatial, flood hazard data to the public through web-based applications.
- II. Identification of Flood Hazards: The District contributes to regional planning and development activities through the identification of flood hazards. The mapping and visualization that can be performed against a geodatabase will extend the analysis of modeling output from various engineering software used to identify flood hazards.
- III. Flood Hazard Regulation: The District implements flood hazard regulations to maintain a safe balance between the exercise of property rights and encroachment within floodplains. The geodatabase will enable near- and long-term environmental monitoring of activities affecting flood hazard zones.
- IV. Flood Hazard Remediation: The District protects the public through a structural approach to flood hazard remediation. The mapping, storage, and monitoring capabilities of the geodatabase will supplement the management of flood control structures (particularly those designated as "key assets" by the Department of Homeland Security).

**The award shall go to the Contractor whose solution advances the strategic initiatives of the District and Maricopa County in the most cost-effective, timely, and innovative manner.**

**The award shall go to a SINGLE Contractor only. Contractors may partner or subcontract with other interested parties provided they are identified explicitly in the proposal**

2.0 **SCOPE OF WORK:**

2.1 **BACKGROUND**

The collection and maintenance of digital spatial data has been a core function of the District's Geographic Information Systems (GIS) Project since 1990. During that time, the Hydrologic Information System has grown substantially and now includes the following assets:

- 100+ vector datasets with coverage extents ranging from project boundary to State wide, and varying levels of precision.
- Approximately 2.25 terabytes of aerial imagery
- Digital Raster Quadrangles (DRQ's) for the entire state of Arizona
- USGS Digital Elevation Models (DEM's) for nearly half of Arizona
- Digital Terrain Models (DTM's) for 90+ District projects
- An orthophotographic DTM covering 90% of Maricopa County

These datasets exist in multiple formats. DTM's are stored as structured ASCII files of coordinate-elevation data, while DEM's are maintained as Arc/Info GRID's and Arc/Info ASCII-GRID's. For the aerial imagery and the DRQ's, raster formats include: Arc/Info GRID, Tagged Image File Format (TIFF), Multi-resolution Seamless Image Database (MrSID), and ECW.

The vector datasets are structured as shapefiles and Arc/Info coverage's. The coverage data models are documented in the *Data Delivery Specifications for the Hydrologic Information System (H.I.S.) Rev. 3.1*. This publication illustrates in detail the logical arrangement and schema of the vector datasets; it shall be provided to all interested Contractors.

**PLEASE NOTE:** *Data Delivery Specifications for the Hydrologic Information System (H.I.S.) Rev. 3.1* will be made available upon request as noted. Copies of this document will be distributed at the Mandatory Pre-Proposal Conference (as referenced above).

**TO INSURE THAT ADEQUATE COPIES ARE AVAILABLE - PLEASE RSVP YOUR INTENT TO ATTEND THE MANDATORY PRE-PROPOSAL CONFERENCE.**

**RSVP to:** [cunicol@mail.maricopa.gov](mailto:cunicol@mail.maricopa.gov)

**RSVP BY NOV. 23<sup>rd</sup>, 2005 PLEASE**

## 2.2 CURRENT STATUS

At present, the HIS depends on data structures and management methods that are "file-based," i.e., all of its spatial datasets currently reside on disk as files within a complex system of directories. This approach to data management has satisfied the operational needs of the District thus far; but internal developments and GIS technology trends are accentuating the limitations.

Two problems need to be addressed: First, the volume of spatial data in the HIS is growing rapidly. As an example, the 2004 aerial imagery consumed almost a terabyte of storage, nearly half of the combined total to date. Migration to an enterprise geodatabase is expected to improve the management of voluminous spatial datasets that are expanding at accelerated rates.

Second, the ESRI coverage data model is a deprecated data structure. Though still used widely, it is expected to be superseded by the geodatabase, a more efficient, object-relational data model. This industry trend poses a dilemma for the District since its vector datasets are modeled as both shapefiles and coverage's. Because these assets are economically and strategically valuable to the District, migration to the geodatabase model is preferable to the risk of holding on to legacy data structures likely to become obsolete.

## 2.3 DESIGN SPECIFICATIONS:

The primary goal of this acquisition is the implementation of a comprehensive, enterprise geodatabase capable of supporting the District's broad range of scientific, technical, regulatory, and maintenance activities. The key objectives for achieving this goal are outlined below.

Proposed solutions shall include project plans, deliverables (if any), and scheduling for the following tasks. Proposals may incorporate additional tasks considered necessary to achieve the primary goal.

### 2.3.1 INFORMATION NEEDS ASSESSMENT (INA):

Conduct an Information Needs Assessment (INA) by reviewing spatial *and* non-spatial data repositories, processes and requirements at the District in preparation of a preliminary SDE geodatabase schema design and prepare a preliminary migration plan. At minimum, the Contractor shall:

2.3.1.1 Inventory and evaluate the design, content, and infrastructure of the HIS.

2.3.1.2 Inventory, evaluate, and recommend other non-spatial data that may be advantageous to incorporate into the geodatabase.

- 2.3.1.3 Inventory spatial datasets acquired from outside agencies; then recommend measures for access and integration with minimum duplication.
- 2.3.1.4 Analyze the schema of the street centerline dataset maintained by the Maricopa County Department of Transportation & Recorder/Elections department: then identify any potential compatibility issues with a comprehensive HIS geodatabase design.

**DELIVERABLE: Data Inventory Matrix**

**Prepare a matrix showing the results from the data inventory, showing for each data set, its legacy status (with regard to the HIS), condition, current location, planned location, format, and access issues.**

- 2.3.1.5 Identify and interview appropriate District staff, as identified at the start of the project or during the discovery phase to determine any additional, unmet data needs. (Documented results from a 1991 requirements analysis shall be made available to supplement this activity.)

**DELIVERABLE: Needs Assessment Document**

**Provide an updated ‘needs analysis’ based on the above discovery phase.**

- 2.3.1.6 Review the Data Delivery Specifications for the Hydrologic Information System (H.I.S.) Rev. 3.1; then analyze it’s relevance to designing and implementing a geodatabase data model.
- 2.3.1.7 Evaluate the feasibility of transferring the entire HIS, along with other pertinent data, into a comprehensive geodatabase. Identify migration issues.

**DELIVERABLE: Data Migration Plan**

**Provide a preliminary migration plan showing a task breakdown with milestones and time estimations in Gantt format (or equal) in both hard copy and as a Microsoft Project .mpp file.**

**2.3.2 GEODATABASE DESIGN:**

Design the optimal SDE geodatabase data model, including rules and exceptions, domains, version control, etc. to provide the necessary data management, including data automation, analysis, and delivery for the District. At minimum, the geodatabase design shall include:

- 2.3.2.1 Using appropriate UML modeling software, develop a preliminary geodatabase design template including: data feature class and sub-class structure related table design, feature dataset definitions and relationships, spatial and attribute domains, linear referencing methodologies, etc. Ensure incorporation of, all HIS datasets and other data identified in Deliverables 1.1 and 1.2. Provide for access to data maintained elsewhere with minimum duplication or version issues.

The design should recreate the functionality of complex HIS schema, e.g., cross-section routes and spillway regions, and be capable of supporting hydrologic and hydraulic activities (e.g., watershed modeling, integration of emergency action plans, flood forecasting, and floodplain delineation). It should be able to support District business needs, e.g., planning support for capital

improvement projects, and should also be compatible with DFIRM specifications, as well as all data collection activities at the District (e.g., GIS data deliveries).

**DELIVERABLE: PRELIMINARY INTERCHANGE FILE**

Export the data model template to an XML metadata interchange or a Microsoft Repository Database file. Create a topology rule file (.rul) for any topologies in the design.

**DELIVERABLE: PRELIMINARY DESIGN DOCUMENTATION**

Provide full documentation of the preliminary design, including Microsoft Visio™ object diagrams showing all class / entity relationships and behaviors.

**DELIVERABLE: AUTOMATION SOURCE CODE**

Provide commented source code or script files for any automation or customization.

2.3.2.2 Export the UML model to the Microsoft repository or an XML metadata exchange file.

2.3.2.3 Revise existing maintenance and update procedures, incorporating data validation methods, version management and metadata management.

**DELIVERABLE: PRELIMINARY OPERATING PROCEDURES**

Provide full documentation of all updated standard procedures.

2.3.3 **PROTOTYPE DEVELOPMENT:**

Conduct performance testing on a trial implementation of the proposed geodatabase schema. At minimum, the Contractor shall perform the following tasks:

2.3.3.1 Devise and implement procedures to test the viability of the prototype schema in the Districts computing environment.

2.3.3.2 Create the schema in SDE from the data model template.

2.3.3.3 Load representative HIS datasets into the geodatabase to check the preliminary migration plan.

2.3.3.4 Ensure the spatial domain and spatial index grids are properly sized and maintain the positional accuracy of the source data.

2.3.3.5 Validate the geometry and attributes of all feature datasets.

2.3.3.6 Validate all relationship classes and feature classes.

2.3.3.7 Verify enforcement of applicable topology rules including linear referencing methodologies.

2.3.3.8 Determine the performance of the geodatabase design against legacy HIS benchmarks.

**DELIVERABLE: PRELIMINARY SCHEMA TEST RESULTS**

Provide documentation on all schema testing and benchmarking procedures and results.

2.3.3.9 Create prototype metadata in FGDC compatible format.

2.3.3.10 Provide sample metadata for review as an HTML document



2.3.3.11 Prototype any software customization, programs, and scripts, or non-standard user interface. Test maintenance and update procedures.

**DELIVERABLE: PRELIMINARY PROGRAMMING TEST RESULTS**

**Provide documentation of the procedures and results of the programming tests.**

2.3.3.12 Identify refinements to be incorporated into the final implementation.

**DELIVERABLE: FINAL IMPLEMENTATION –RECOMMENDATIONS**

**Produce a report on the proposed refinements.**

2.3.3.13 Perform other ad hoc tests if requested.

**2.3.4 GEODATABASE MIGRATION:**

Load the entire HIS and other pertinent data into the geodatabase. At minimum the Contractor shall perform the following:

2.3.4.1 Incorporate revisions indicated during the prototype development into a final geodatabase design.

**DELIVERABLE: FINAL DATA MODEL**

**Provide complete documentation of the implemented data model in Microsoft Word along with appropriate object / Entity-Relationship diagrams in Microsoft Visio.**

**DELIVERABLE: FINAL DATA MODEL INTERCHANGE FILE**

**Provide an updated model XML metadata interchange or Microsoft Repository Database file.**

**DELIVERABLE: FINAL AUTOMATION SOURCE CODE**

**Provide updated, commented source code or script files for any automation or customization.**

**DELIVERABLE: FINAL DATA MIGRATION PLAN**

**Provide a modified data migration plan in Microsoft Project to accommodate any design changes or refinements.**

2.3.4.2 Load the entire HIS and other pertinent data to the geodatabase. Verify the migration is complete and all data are intact.

2.3.4.3 Fully test the final geodatabase schema and programming in the District's computing environment, using procedures developed during the prototype phase. Devise and implement additional testing procedures if needed.

2.3.4.4 Repeat the benchmark procedures used during the prototype development

**DELIVERABLE: FINAL SCHEMA TEST RESULTS**

**Produce documentation on the results of the tests performed on the final migration and the benchmark results.**

2.3.4.5 Optimize performance of the final geodatabase. DBMS, and the database engine within the District's computing environment.

**2.3.5 OPERATIONAL DOCUMENTATION AND TRAINING:**

**DELIVERABLE: FINAL OPERATIONS PROCEDURES**

**Provide finalized documentation of the geodatabase design, all programming, database maintenance, data automation, analysis and other operational procedures.**

- 2.3.5.1 Ensure that the district staff responsible for managing the database has received adequate training on the maintenance of the data, as well as on all operational procedures related to the geodatabase development.
- 2.3.5.2 Review and the current data delivery process. Evaluate the applicability of current specifications and data acceptance procedures and determine what revisions are necessary to ensure the integrity of the geodatabase or take advantage of the new design.

**DELIVERABLE: REVISED DATA DELIVERY SPECIFICATIONS**

**Provide a revised version of the Data Delivery Specifications for the Hydrologic Information System (H.I.S.) Rev. 3.1 to support the new geodatabase design.**

**2.3.6 APPLICATION PLANNING:**

Identify potential geodatabase applications and enhancements that would improve worker efficiency or promote open access to data at the District or that might protect and improve the environmental quality of life in Maricopa County.

**DELIVERABLE: RECOMMENDED APPLICATIONS AND ENHANCEMENTS**

**Provide documentation on recommended applications, along with justification of the recommendations and anticipated impact on work flow.**

**2.4 SCHEDULE FOR DELIVERY:**

The acquisition shall be completed within one calendar year. The Contractor shall submit a schedule for all services and deliverables.

**2.5 CONSTRAINTS AND ASSUMPTIONS**

The host platform will be a Dell 2650 PowerEdge equipped with dual 2.6 Ghz processor and 2 gigabytes of RAM. The operating system is Windows 2000 Server.

The District deploys a continuum of GIS software from ESRI. The core product suite is ArcGIS 9, and includes ArcInfo Workstation (floating) and ArcView 9 (floating & single-user).

The geodatabase shall be implemented with no adverse impact on current computer network services.

At minimum, geodatabase performance shall be equivalent to the HIS.

**2.6 FACILITIES:**

During the course of this Agreement, the County shall provide the Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its obligation enumerated herein.

**2.7 TAX:**

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

**2.8 DELIVERY:**

It shall be the Contractor's responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

**2.9 DELIVERABLE – ACCEPTABLE MEDIA**

All deliverables identified in the RFP and the final contract will be provided in both electronic and hard copy form. For the electronic versions of all deliverables, Maricopa standard is MS Word, MS Excel, MS PowerPoint, MS Project, MS Visio, and MS Access or SQL Server. For other deliverables, like Process Models, Use Case Models, Rules Models, Dependency Models, Pert/CPM Diagrams, Schematics, etc. you will need to list the Product used and the Methodology used to create the model. In the case where the technology tool is required to access the deliverable, include any costs for us to license the product and any licensing terms, conditions, and restrictions related to the product to be able to view and print, and copy if necessary. All deliverables required by the RFP and the final contract are the property of Maricopa County. We will retain ownership of the deliverable. For licensed tools, we will have the right to use the item under the terms of the licensing agreement tied to the product.

**2.10 NON-DISCLOSURE**

The County will require the contractor to sign the County's Non-Disclosure Statement outlining the use of, distribution of, and disposal of County records or other information gathered or presented under this RFP.

**2.11 PAYMENT SCHEDULE**

A payment schedule will be formulated and determined based on final deliverables schedule.

Please See Attachment A – Pricing (Section 1.2 Module Pricing)

Each Module (1.2.1 – 1.2.6) will be deemed payable upon completion and acceptance less a 20% hold back. The 20% hold back will be payable upon completion and acceptance of the entire project.

**3.0 SPECIAL TERMS & CONDITIONS:**

**3.1 CONTRACT TERM:**

This Request for Proposal is for awarding a firm, fixed price purchasing contract to cover a one (1) year period.

**3.2 OPTION TO EXTEND:**

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of ONE (1 ), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

**3.3 ESCALATION:**

Any requests for reasonable price adjustments must be submitted thirty (30) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Producer Price Index or by performing a market survey.

**3.4 INDEMNIFICATION AND INSURANCE:**

**3.4.1 INDEMNIFICATION**

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and

employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

3.4.2 **Abrogation of Arizona Revised Statutes Section 34-226:**

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, **CONTRACTOR** shall defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, **COUNTY**, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including **COUNTY**.

The scope of this indemnification does not extend to the sole negligence of **COUNTY**.

3.4.3 **Insurance Requirements.**

**CONTRACTOR**, at **CONTRACTOR'S** own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of **COUNTY**. The form of any insurance policies and forms must be acceptable to **COUNTY**.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of **COUNTY**, constitute a material breach of this Contract.

**CONTRACTOR'S** insurance shall be primary insurance as respects **COUNTY**, and any insurance or self-insurance maintained by **COUNTY** shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect **COUNTY**.

The insurance policies may provide coverage which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to **COUNTY** under such policies. **CONTRACTOR** shall be solely responsible for the deductible and/or self-insured retention and **COUNTY**, at its option, may require **CONTRACTOR** to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

**COUNTY** reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements.

**COUNTY** shall not be obligated, however, to review such policies and/or endorsements or to advise **CONTRACTOR** of any deficiencies in such policies and endorsements, and such receipt shall not relieve **CONTRACTOR** from, or be deemed a waiver of **COUNTY'S** right to insist on strict fulfillment of **CONTRACTOR'S** obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name **COUNTY**, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against **COUNTY**, its agents, representatives, officers, directors, officials and employees for any claims arising out of **CONTRACTOR'S** work or service.

3.4.3.1 Commercial General Liability. **CONTRACTOR** shall maintain Commercial General Liability Insurance (CGL) and, if necessary, Commercial Umbrella Insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The CGL and the commercial umbrella coverage, if any, additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 10 01, and shall include coverage for **CONTRACTOR'S** operations and products.

3.4.3.2 Automobile Liability. **CONTRACTOR** shall maintain Automobile Liability Insurance and, if necessary, Commercial Umbrella Insurance with a combined single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to **CONTRACTOR'S** vehicles (including owned, hired, non-owned), assigned to or used in the performance of this Contract. If hazardous substances, materials, or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

3.4.3.3 Workers' Compensation. **CONTRACTOR** shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of **CONTRACTOR'S** employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

**CONTRACTOR** waives all rights against **COUNTY** and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by **CONTRACTOR** pursuant to this agreement.

In case any work is subcontracted, **CONTRACTOR** will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of **CONTRACTOR**.

3.4.4 Certificates of Insurance.

3.4.4.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

3.4.4.2 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of **CONTRACTOR'S** work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to **COUNTY** fifteen (15) days prior to the expiration date.

3.4.4.3 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.5 SCHEDULE OF EVENTS

Request for Proposals Issued: NOVEMBER 10<sup>th</sup>, 2005

Deadline for written questions (72 hours after Pre-Proposal meeting). No questions will be responded to prior to the Pre-Proposal Conference. All questions must be submitted to (CUNICOL@MAIL.MARICOPA.GOV) and be received by 2:00 PM Arizona time. All questions and answers will be posted to [www.maricopa.gov](http://www.maricopa.gov) with the original solicitation.

Deadline for submission of proposals is 2:00 P.M., MST, on DECEMBER 9<sup>th</sup>, 2005. All proposals must be received before 2:00 P.M. on the above date at Maricopa County Materials Management Department, 320 West Lincoln Street, Phoenix, AZ 85003.

Proposed review of Proposals and short list decision: DECEMBER 21<sup>st</sup>, 2005

Proposed Respondent presentations: (if required) DECEMBER 28<sup>th</sup>, 2005

Proposed selection and negotiation: JANUARY 6<sup>th</sup>, 2006

Proposed Best & Final (if required) JANUARY 13<sup>th</sup>, 2006

Proposed award of Proposal: JANUARY 20<sup>th</sup>, 2006

All responses to this proposal become the property of Maricopa County and (other than pricing) will be held confidential, to the extent permissible by law. The County will not be held accountable if material from proposal responses is obtained without the written consent of the Respondent by parties other than the county.

3.6 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY  
DEPARTMENT OF MATERIALS MANAGEMENT  
ATTN: CONTRACT ADMINISTRATION  
320 W. LINCOLN ST.  
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

LONNIE CUNICO, PROCUREMENT CONSULTANT, 602-506-3243  
([cunicol@mail.maricopa.gov](mailto:cunicol@mail.maricopa.gov))

3.7 INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS:

Respondents are to provide one (1) original hard copy (labeled) and three (3) copies of their proposal, plus (1) electronic copy on a CD. **Respondents are to address proposals identified with return address, serial number and title in the following manner:**

**Maricopa County Department of Materials Management  
320 W. Lincoln St.  
Phoenix, AZ 85003**

**SERIAL 05165– RFP  
GEO-DATABASE DESIGN**

Proposals must be signed by a corporate official who has been authorized to make such commitments. All prices shall be held firm for a period of one hundred twenty (120) days after the RFP closing date.

3.8 EXCEPTIONS TO THE SOLICITATION:

The Respondent shall identify and list all exceptions taken to all sections of 05165 – RFP and list these exceptions referencing the section (paragraph) where the exception exists and identify the exceptions and the proposed wording for the Respondent’s exception. The Respondent will list these exceptions in the Best and Final Proposal under the heading, “Exception to the PROPOSAL Solicitation, SERIAL 05165- RFP.” **Exceptions that surface elsewhere and that do not also appear under the heading, “Exception to the PROPOSAL Solicitation, SERIAL 05165-RFP,” shall be considered invalid and void and of no contractual significance.**

The County reserves the right to reject, render the proposal non-responsive, enter into negotiation on any of the Respondent exceptions, or accept them outright.

3.9 GENERAL CONTENT:

The Proposal submitted should be specific and complete in every detail. It should be practical and should be prepared simply and economically, providing a straightforward, concise delineation of capabilities to satisfactorily perform the Contract being sought.

The Respondent should not necessarily limit the proposal to the performance of the services in accordance with this document but should outline any additional services and their costs if the Respondent deems them necessary to accomplish the program.

**3.10 FORMAT AND CONTENT:**

To aid in the evaluation, it is desired that all proposals follow the same general format. The proposals are to be submitted in binders and have sections tabbed as below:

3.10.1 Letter of Transmittal (Exhibit 2)

3.10.2 Table of Contents

3.10.3 Short introduction and summary – This section shall contain an outline of the general approach utilized in the proposal.

3.10.4 Proposal – Your proposal should contain a statement of all of the programs and services proposed, including conclusions and generalized recommendations. Proposals should be all-inclusive, detailing your best offer. Additional related services should be incorporated into the proposal, if applicable.

3.10.5 Qualifications – This section shall describe the firm's ability and experience related to the programs and services proposed. All project personnel, as applicable, shall be listed including a description of assignments and responsibilities, a resume of professional experience, and an estimate of the time each would devote to this program, and other pertinent information.

3.10.6 Proposal exceptions

3.10.7 Pricing (Attachment A)

3.10.8 Agreement (Attachment B)

3.10.9 References (Attachment C)

**3.11 EVALUATION OF PROPOSAL – SELECTION FACTORS:**

A Proposal Analysis Committee shall be appointed, chaired by the Materials Management Department, to evaluate each Proposal and prepare a scoring of each Proposal to the responses as solicited in the original request. At the County's option, proposing firms may be invited to make presentations to the Evaluation Committee. Best and Final Offers and/or Negotiations may be conducted, as needed, with the highest rated Respondent(s). Proposals will be evaluated on the following criteria which are listed order of importance.

3.11.1 Proven skills and technical competence.

3.11.2 Approach and philosophy.

3.11.3 Credential of management staff.

3.11.4 Cost of services and allocation of man-hours.

**3.12 POST AWARD MEETING:**

The successful Respondent(s) shall be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Consultant of the Contract.

**NOTE: RESPONDENTS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR PROPOSALS.**



**ATTACHMENT A  
PRICING**

SERIAL 05165-RFP

PRICING SHEET: S073710B0700175/NIGP 92018

BIDDER NAME:

VENDOR #:

BIDDER ADDRESS:

P.O. ADDRESS:

BIDDER PHONE #:

BIDDER FAX #:

COMPANY WEB SITE:

COMPANY CONTACT (REP):

E-MAIL ADDRESS (REP):

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: \_\_\_\_ YES \_\_\_\_ NO

ACCEPT PROCUREMENT CARD: \_\_\_\_ YES \_\_\_\_ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ % REBATE

(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: \_\_\_\_ YES \_\_\_\_ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO PICK ONE OF THE FOLLOWING.

TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.

FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.

BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10

NET 15

NET 20

NET 30

NET 45

NET 60

NET 90

2% 10 DAYS NET 30

1% 10 DAYS NET 30

2% 30 DAYS NET 31

1% 30 DAYS NET 31

5% 30 DAYS NET 31

## ATTACHMENT A PRICING

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: \_\_\_\_\_%

**PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:**

- ☐ NEWSPAPER ADVERTISEMENT  
☐ MARICOPA COUNTY WEB SITE  
☐ PRE-SOLICITATION NOTICE (POST CARD)  
☐ E-MAIL  
☐ OTHER (PLEASE SPECIFY)

ALL PRICING SHALL BE SUBMITTED ON A CD ROM FORMATTED IN EXCEL '97 or Higher. NO BIDS WILL BE ACCEPTED WITHOUT THE ACCOMPANYING CD ROM IN YOUR BID SUBMITTAL. ANY BID NOT CONTAINING THE REQUIRED CD ROM WILL BE CONSIDERED NON-RESPONSIVE AND NOT CONSIDERED FOR EVALUATION OR CONTRACT AWARD.

**1.0 PRICING:**

|             |  | TOTAL COST | TOTAL HOURS |
|-------------|--|------------|-------------|
| 1.1 PRICING | <b>GEODATABASE DESIGN</b><br>TOTAL PROJECT COST<br>Per Section 2.0 Scope of Work   | \$ _____   | _____       |
|             | <b>(Price is to include all Deliverables from Sections 2.3.1 - 2.3.6)</b>  |            |             |
| 1.2 PRICING | <b>MODULE PRICING - DELIVERABLES</b><br>It is the intent of Maricopa County to Contract for the Entire Scope of the Project<br>However, potential vendors should include pricing per itemized deliverable as dictated below<br>It is the intent of Maricopa County to derive a payment schedule based on the deliverable modules (Per Sec. 2.12) |            |             |
|             |  | TOTAL COST | TOTAL HOURS |
| 1.2.1       | Information Needs Assessment (Per 2.3.1)   | \$ _____   | _____       |
| 1.2.2       | Geodatabase Design (Per 2.3.2)   | \$ _____   | _____       |
| 1.2.3       | Prototype Development (Per 2.3.3)  | \$ _____   | _____       |
| 1.2.4       | Geodatabase Migration (Per 2.3.4)  | \$ _____   | _____       |
| 1.2.5       | Operational Documentation & Training (Per 2.3.5)   | \$ _____   | _____       |
| 1.2.6       | Application Planning (Per 2.3.6)   | \$ _____   | _____       |

**TOTAL COST SHOULD EQUAL TOTAL PROJECT PRICE REPRESENTED  
IN SECTION 1.1 PRICING**

**ATTACHMENT A**  
**PRICING**

**1.3 PRICING**

**HOURLY COST**

Please include Hourly Ranges for Applicable Skill Set Functions.  
Please provide additional functions and Hourly Costs as applicable to Scope of Work and Project Assignments  
(INSERT APPLICABLE SKILL SET (ie... Project Manager, Sr. Engineer, Engineer, etc.)

|       |               |
|-------|---------------|
| 1.3.1 | \$ _____/Hour |
| 1.3.2 | \$ _____/Hour |
| 1.3.3 | \$ _____/Hour |

Hourly Rates may be utilized for requirements outside the scope of the Contract

ATTACHMENT B

**AGREEMENT**

The Respondents hereby certify that they have read, understand and agree that acceptance by Maricopa County of the Contractor's offer by the issuance of a Purchase Order or Contract will create a binding Contract. Further, they agree to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

**BY SIGNING THIS AGREEMENT THE SUBMITTING FIRMS CERTIFIES THAT THEY HAVE REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT RFP CONTRACT'S TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.**

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MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

\_\_\_\_\_ Disadvantaged Business Enterprise (DBE)  
\_\_\_\_\_ Women-Owned Business Enterprise (WBE)  
\_\_\_\_\_ Minority Business Enterprise (MBE)  
\_\_\_\_\_ Small Business Enterprise (SBE)

---

\_\_\_\_\_  
FIRM SUBMITTING PROPOSAL

\_\_\_\_\_  
FEDERAL TAX ID NUMBER

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX #

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
DATE

WEB SITE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MARICOPA COUNTY, ARIZONA

BY: \_\_\_\_\_  
DIRECTOR, MATERIALS MANAGEMENT

\_\_\_\_\_  
DATE

BY: \_\_\_\_\_  
CHAIRMAN, BOARD OF SUPERVISORS

\_\_\_\_\_  
DATE

ATTESTED:

\_\_\_\_\_  
CLERK OF THE BOARD

\_\_\_\_\_  
DATE

APPROVED AS TO FORM:

\_\_\_\_\_  
MARICOPA COUNTY ATTORNEY

\_\_\_\_\_  
DATE

ATTACHMENT C

**CONTRACTOR REFERENCES**

**FIRM SUBMITTING PROPOSAL:** \_\_\_\_\_

1. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
2. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
3. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
4. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
5. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

## EXHIBIT 1 VENDOR REGISTRATION PROCEDURES

**On-line Vendor Registration at Maricopa County is available NOW!**

**On November 22, 2004, Maricopa County changed its vendor registration process.** Paper forms will no longer be accepted. Vendor registrations will only be accepted through the active website. Register at <http://www.maricopa.gov/Materials/>

The new process will give you full control over your organizational information. Please be advised however that you are now directly responsible for the presence and accuracy of your company's information.

**Vendors currently registered in our system who have changes to their information or have not registered online must establish a new account via the above web site link. Materials Management will no longer post changes to existing vendor records.**

**Procurement vendors:** Be sure to select those commodity codes that best represent the commodities and or services provided by your organization. Non-procurement registrants may ignore the commodity portion.

Registration is **FREE**. You may use any computer with web access for registration, record updating and maintenance.

If you have any questions, email us at [VendorReg@mail.maricopa.gov](mailto:VendorReg@mail.maricopa.gov).

**EXHIBIT 2**

**LETTER OF TRANSMITTAL**  
(To be typed on the letterhead of Offeror)

Maricopa County Department of Materials Management  
320 West Lincoln,  
Phoenix, Arizona 85003

Re: RFP 05165

To Whom It May Concern:

(NAME OF COMPANY) (herein referred to as the "Offeror"), hereby submits its response to your Request for Proposal dated \_\_\_\_\_, and agrees to perform as proposed in their proposal, if awarded the contract. The Offeror shall thereupon be contractually obligated to carry out its responsibilities respecting the services proposed.

Kindly advise this in writing on or before \_\_\_\_\_ if you should desire to accept this proposal.

Very truly yours,

\_\_\_\_\_  
NAME (please print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE (please print)